

HVAC MECHANIC

211

DEPARTMENT: Library

NATURE OF WORK:

Under the supervision of the Facilities and General Service Director, the HVAC Mechanic is responsible for supervising, planning, organizing, coordinating, and performing all heating, ventilating, air conditioning, refrigeration, plumbing and electrical operations of the two library facilities in order to provide a safe and comfortable environment for staff and patrons. Also oversees the exterminator and waste removal/recycling services. Assists the building maintenance assistants and the delivery services manager as needed.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, schedules, and performs the general maintenance and repair work including HVACR, electrical, mechanical, and plumbing systems; establishes technical specifications on contracts and equipment.

Determines repairs and replacement of electrical and plumbing needs. Contracts with vendors for services requiring special licenses. Performs repairs not requiring special licenses such as removing stoppages in toilet drains, replacing washers or valves in faucets, replacing light fixtures, switches or plugs.

In accordance with predetermined schedules, inspects, tests and performs preventive maintenance on HVACR systems and equipment to ensure all systems are functional and properly maintained. Work includes calibrating and adjusting controls and settings; replacing belts, filters, refrigerants, and/or lubricating equipment as needed or according to a set schedule. Notes any repair work that needs to be performed during inspections.

Prepares layouts of work to be done; makes lists of supplies and materials for repairs, replacements, installations, renovations or new projects; completes work orders to make records of work done, including description of work completed, materials used, their costs, etc.

Serves as technical advisor for maintenance of building equipment, capital outlay projects and other contract work. Writes necessary specifications for contract work to be performed.

Performs quality control and inspects work of contracted mechanics for quality of equipment and materials, proper application, and compliance with codes and regulations.

Establishes and manages training.

Attends required training and meetings; provides, recommends, or arranges trade related training for relevant employees.

Provides instructions in the proper procedures of maintenance and preventive maintenance for all building equipment; conducts other types of training as required.

Recommends utility needs. Monitors cost of building operations and seeks means of reducing overall maintenance operating costs.

Maintains electro/mechanical integrity of buildings, which includes fire and security alarm maintenance.

In response to trouble calls, malfunctions, or problems noted on recurring inspections, performs troubleshooting, repairs, adjustments, or installation of new equipment as needed to correct any HVACR problems and related pneumatic and electrical control systems. Work includes fixing or replacing worn, broken, or defective parts.

Receives emergency maintenance calls, assigns necessary trades to handle problems--on the job and at home.

Oversees exterminator services (currently Orkin).

Oversees waste removal/recycling services (currently BFI).

May participate in library-wide committees or projects.

Assists the building maintenance assistants and the delivery services manager as needed.

Performs other tasks as needed.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in both libraries. Must be physically and otherwise able to reliably perform tasks characteristic of the HVACR trade and general maintenance. Essential functions require frequent heavy lifting and climbing, numerous repetitive tasks and activities inherent in duties typically assigned to the building maintenance trade, and use of safety equipment as necessary or prescribed for tasks assigned. Work is performed under fluctuating environmental conditions, which may include cramped spaces, extreme heat and humidity, cold weather, exposure to chemicals and vapors, construction debris and dust, and other inclement or uncomfortable conditions. Freon recovery unit (reclaimer and recycler); refrigeration gauges; vacuum pump. Boilers, compressors, pumps, cleaning chemicals, maintenance and repair tools, custodial and other equipment as required. Also, computer and other office equipment as required. Regular contact is made with employees, outside building maintenance services personnel, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of HVACR and building codes and trade practices.

Ability to read and interpret blueprints, wiring diagrams and schematics.

Ability to install, operate, troubleshoot, repair and replace HVACR-related systems and controls, including direct expansion systems, reciprocation and chilled water systems, electric, electronic, and pneumatic control systems, pumps, and closed loop water systems, motors, fans, and air handling systems, steam coils, traps and valves.

Ability to develop cost estimates and determining code compliance.

Ability to think independently and use sound judgment in emergency situations.

Ability to work under pressure and to meet deadlines.

Ability to establish and maintain effective working relationships with library and government employees, vendors, contractors, and the general public.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent plus completion of trade school and/or accredited HVACR apprenticeship; military or vocational training in commercial or industrial HVACR. Several years of commercial or light industrial experience in pneumatic controls, chilled water systems, and steam heat at Journeyman HVACR mechanic or higher level.

NECESSARY SPECIAL QUALIFICATIONS:

Journeyman (higher preferred) HVACR Mechanic or Technician card; CFC Certification required. Must be able to respond to emergencies 24 hours a day. Must work closely with City and County code compliance offices, fire departments and outside contractors.

Valid Virginia driver's license and a good DMV driving record without any of the following convictions:

- (A) Driving under the influence of alcohol or drugs;
- (B) Reckless driving; or
- (C) A moving violation related to a fatal crash.

"Good" shall be defined as:

- (A) A driving record without any negative driving points; and
- (B) A maximum of one driving offense within the past two years. [Per the Uniform Demerit Point System (Code of Virginia 46.2-492 and 46.2-495 supplement)].

Requires the ability to travel among various library sites.